



## **APPLICATION FOR HEARING**

*before the Columbus Building Commission or the Ohio Board of Building Appeals*

Date \_\_\_\_\_

Address of Structure Involved \_\_\_\_\_

Owner \_\_\_\_\_

Owner's Address \_\_\_\_\_

City / State / Zip Code \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant's Address \_\_\_\_\_

City / State / Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

Email Address \_\_\_\_\_

I (We) request an interpretation or a variance to the Columbus Building Code, Ohio Building Code, or other referenced codes for the following reasons (briefly give necessary information and details): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Use Group \_\_\_\_\_ Type of Construction \_\_\_\_\_

**PLEASE NOTE:** There is no fee for an appeal from the determination of the Building Official when it is a question of code interpretation. When it is not a question of code interpretation and a variance is requested, the fee is: \$210.00 for a one-, two-, or three-family detached dwelling; \$320.00 for any other Use Group. Please make check payable to the Columbus City Treasurer and submit with application to Building Services Division. The Secretary of the Building Commission shall determine if this appeal can be heard by the Columbus Building Commission or if the appeal is related to the Ohio Building Code and shall be referred to the State Board of Building Appeals for a hearing. The proper Adjudication Order shall then be prepared and forwarded to the applicant. The Columbus Building Commission meets the third Tuesday of each month. In cases when an appeal is referred to the State Board of Building Appeals, the applicant shall submit the Adjudication Order with a written request for a hearing to the Board of Building Appeals, Ohio Department of Commerce, 6606 Tussing Road, P.O. Box 4009, Reynoldsburg, OH 43068-4009. An additional fee is required for a hearing by the State Board of Building Appeals. Phone (614) 644-2616.

Any questions concerning this application or procedure may be directed to the Chief Building Official's Office at (614) 645-6416.



## ***Presenting an Appeal to the Appeals Board***

**Reference: Columbus Code 4107.05 and Ohio Building Code 113.**

This is prepared to make suggested guidelines only, for applicants making appeals to the State Board of Building Appeals or the Columbus Building Commission.

- A.** All persons making an appeal for a variance or code interpretation of the Building Code should be prepared to present their cause in as clear and concise manner as possible. Present drawings, photos, manufacturer's details and instructions, installation drawings, and any other detail that will aid the Appeals Board to understand the request.
- B.** Bear in mind that when the Hearing starts, the Appeals Board knows nothing about the case to be heard except the written Adjudication Order. It will be the applicant's responsibility to present all necessary details and information for the Board to make a knowledgeable decision. The necessary facts must be presented to the Board. The Board's decision will be based only upon the evidence presented for this case.
- C.** The Appeal Board is not bound by any past decisions or variances. Each case will be decided on its own merits and whether or not the Board granted a similar variance in the past is irrelevant. Present all facts as they relate to the building in the appeal being heard.
- D.** Be aware that the Appeals Board can grant your request based on code interpretation or unnecessary hardship. Your case should be prepared accordingly.
- E.** The Appeals Board will not make code interpretation for general use of the Building Code, but such an interpretation will only apply to the specific building before the Appeals Board.
- F.** Your appeal, if based on unnecessary hardship, should include the presentation of evidence supporting the cost of compliance with the Building Code.
- G.** Be prepared to discuss with the Appeals Board alternate solutions or equivalencies that would provide for the health and safety of the public.

Joseph F. Busch, AIA-NCARB  
Chief Building Official  
Building Services Division